

School District of Onalaska

Student Technology Handbook 2025-26



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The School District of Onalaska (SDO) provides technology devices to students to support the learning objectives of the District. Technology is available for students starting in Kindergarten and 1st grade, though not on a 1:1 basis. Each student in grades 2-12 will be assigned a Chromebook; in grades 2-5 the Chromebook remains in their classroom. In Middle School and High School, the student carries the Chromebook with them. The primary goal is to enrich learning in and out of the classroom. Technology provides opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot. However, this opportunity requires certain restrictions which are outlined in this handbook. The technology that is used in classrooms or is issued to students is the property of the SDO and is to be used for educational purposes only. Each Chromebook is on loan to the student, and must be used in accordance with District Policies and Procedures and any applicable laws.

Every student is required to have a parent/guardian read and accept the SDO Technology Use Agreement each school year through the annual registration process.

Agreements

This agreement is between the School District of Onalaska, the student, and their parent/guardian and is effective upon the receipt of the Chromebook device. The student and parent/guardian and SDO agree as follows:

1. Equipment

1.1 Equipment Provided

All Chromebooks include a protective case, charging block, and software. The SDO will retain records of the serial numbers of provided equipment and affix barcodes to devices, none of which should be removed at any time.

The SDO reserves the right to limit access to the district-issued equipment for habitual loss, damage or misuse.

1.2 Ownership

The SDO retains sole right of possession of the Chromebook and grants permission to the student to use the device according to handbook guidelines. All equipment must be returned when a student leaves the district.

The SDO retains the right to collect and/or inspect the Chromebook at any time (including via electronic remote access,) and to alter, add or delete installed software or hardware. For 6th grade and up, Chromebooks will be checked periodically to ensure each student has their assigned devices.

2. Standards for Proper Chromebook Care

Following the standards below will lead to a Chromebook that will run smoothly and serve as a reliable and useful tool.

2.1 Student Responsibilities

- All Students:
 - Treat the Chromebook with care and respect.
 - The issued case must remain on the Chromebook at all times.
 - Do not remove or interfere with the serial number or any identification placed on the Chromebook by the school district.
 - Completely close the lid of the Chromebook before moving it, even for short distances.
 - Always hold the Chromebook under the base rather than by the screen.
 - Do not put pressure on the closed Chromebook. This can result in breaking or damaging the screen.
 - Never leave any object on the keyboard. Pencils, pens or staples in paper that are left on the keyboard will crack the screen when the lid is closed.
 - Keep the equipment clean. Avoid eating or drinking while using the Chromebook.
 - Only clean the Chromebook screen with a soft, dry anti-static cloth or with a screen cleaner.
 - Do not touch the Chromebook screen with anything (e.g. pen, pencil, etc.) other than your finger.
 - Keep the Chromebook and protective case free of carvings/drawings/adhesives (stickers).
 - Restart the Chromebook weekly to ensure your device is updated and working efficiently.
- 6th -12th grade students—Loss or damage resulting from failure to follow the details below may result in full-financial responsibility:
 - Do not share or swap Chromebooks with another student.
 - Arrive at school with a fully charged battery. Establish a routine at home to charge the Chromebook overnight. It is not recommended to let the battery completely drain.
 - Chromebook should be placed in a backpack when transporting it to and from school.

- Keep the Chromebook secured or within sight at all times. Unattended and unsecured Chromebooks, if stolen-even at school-will be the full financial responsibility of the student.
- Avoid leaving the Chromebook in environments with excessively hot or cold temperatures (e.g., in a car or direct sunlight).

NOTE: Broken screens are the most common preventable Chromebook issue. The Chromebook can be easily damaged if the above expectations are not followed.

2.2 Concerns or Issues with your Chromebook (applicable to 6th - 12th grade students)

Promptly report any lost or damaged Chromebooks to the LMC Director. If the Chromebook is not easily returned to working order, it will be sent to the district IT department for repair. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

There are a limited number of older spare devices that may be borrowed while the Chromebook is repaired or replaced.

The student may NOT opt to keep a broken Chromebook.

The student may NOT opt to utilize a personal device in lieu of a school-issued Chromebook.

3. Device Use and Conduct

The following is a list of rules and guidelines which govern the use of district devices and network resources.

Network resources refers to all aspects of SDO's owned or leased equipment, including Chromebooks, printers, scanners and other devices, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the district's network resources whether this access occurs on or off campus.

The school is obligated to take steps to ensure that all resources are used legally. Any illegal use of district resources is prohibited. All content created, sent, accessed or downloaded using any part of the district's network and/or resources is the property of the district and is subject to the rules stated in this handbook.

3.1 Students may NOT use district network resources or devices to:

- Create, send, access or download material which is abusive, hateful, harassing or sexually explicit.

- Download or stream non-school classroom related internet-based media. The SDO will monitor the network for network performance related issues.
- Alter, add or delete any files that affect the configuration of a school Chromebook.
- Conduct any illegal activity, including violating any copyright laws.
- Access the data or account of another user.
- Install any software onto district Chromebooks or copy district school software programs.
- Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), phishing, or “junk email”.
- Connect personal devices to any Wi-fi server besides the guest network.
- Intentionally navigate to websites designed to subvert the district's filtering software.

3.2 Students are expected to practice online safety, which includes, but is not limited to:

- Not giving out a home address or phone number to anyone on the internet. This helps protect students from becoming potential victims of those with criminal intent.
- Not giving out password(s) to anyone.
- Not posting anonymous messages.

3.3 Monitoring at School

The SDO does not have control over information found on the internet. While every attempt is made to block access to inappropriate material while the student is at school, unannounced Chromebook checks will be conducted by school staff. Students whose Chromebook contains inappropriate material will be disciplined accordingly. Students should be aware that any files created or stored on their devices are the sole property of the district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

3.4 Monitoring at Home (applicable to 6th - 12th grade students)

It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home. At home, the Chromebook should always be used under adult supervision in a common location (i.e., kitchen, living room, dining room).

3.5 Consequences of Inappropriate Use

The use of any district technology is a privilege. Students are expected to use their Chromebook in accordance with district policies and procedures, the District Technology Use Agreement and any applicable laws. Failure to use a Chromebook in an appropriate manner will result in termination or limiting student use or access privileges. Other disciplinary actions, including, but not limited to,

restorative solutions and/or suspension from school as determined by the staff and administration of the SDO.

4. Chromebook Insurance Plan (applicable to 6th - 12th grade students)

4.1 The School District of Onalaska offers an optional insurance plan to cover Chromebook damage. The cost is \$25 per Chromebook for the 2025-26 school year.

The insurance plan does not cover negligence, misuse, abuse, theft or loss including:

- Damage that is deemed intentional (camera removed from Chromebook, screen not attached to the body of the device, keys removed from the keyboard, etc.)
- Loss/theft of charger
- Loss/theft of the Chromebook

The SDO Insurance is renewed annually and is in effect from the first day of school until the first day of the next school year. Insurance must be purchased at the time of registration for the upcoming school year (or when the student enrolls). If the optional Chromebook Insurance is not purchased, the student's family will be 100% liable for all damage.

What if I cannot afford the Chromebook Insurance?

The SDO is able to waive the cost of the Chromebook Insurance for families who have submitted documentation and been approved for free or reduced meals for the 2025-26 school year.

If needed, contact School Nutrition at 608-783-6251 or schoolnutrition@onalaskaschools.com, for a Free and Reduced Food Service application.

The first time an insured Chromebook requires service in a school year, there will be no charge. Additional service on an insured Chromebook will be charged on a sliding scale. The second service will result in a charge equal to 50% of the repair cost and the third instance will cost the full rate for the repair. See chart below.

Cost to Repair Chromebooks

	Insured (1st instance)	Uninsured, Lost or Intentionally Damaged
Insurance (Optional)	\$25.00	\$0.00
Keyboard and keys	\$0.00	\$75
Touchscreen	\$0.00	\$150

Chromebook Case Assembly	\$0.00	\$100
Speakers/Camera	\$0.00	\$100
Protective Case	\$0.00	\$40
Headset Jack	\$0.00	\$100
Replacement of a Lost Non-Touchscreen Chromebook	\$350	\$350
Replacement of a Lost Touchscreen Chromebook	Up to \$450	Up to \$450
Lost or damaged charging block	\$40	\$40
Loss of protective case	\$40	\$40
Repair of device deemed damaged due to negligence	100% of cost of repair	100% of cost of repair

4.2 Misuse, Abuse and Negligence

The student is responsible for maintaining a 100% working Chromebook at all times. The student must ensure that the Chromebook is not damaged by following the guidelines above.

If the Chromebook is lost, stolen, or damaged, parents/guardians should immediately report the loss or damage to the LMC at the Middle or High School.

The SDO reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to negligence as determined by administration and IT services department after an inspection of the device.

If a student's Chromebook is intentionally damaged by negligent lack of care, the student will be issued a loaner (if available) until the family has paid for the resulting damage.

5. Additional Services

Google Workspace for Education requires that schools now obtain parent or guardian consent for any Additional Google Services they allow students under the age of 18 to use.

In addition to our standard Network and Core Google For Education Services, we allow students with parent/guardian permission to access these Additional Services with their Google Workspace for Education accounts. These Additional Services are for supplementary educational purposes and their use is bound to the Acceptable Use Policies for the Onalaska

School District. Each additional service has been reviewed to ensure that they align with the safety and learning guidelines of the School District of Onalaska.

The following is a list of *some* of the Additional Services that may be enabled:

Applied Digital Skills, Chrome Canvas, Chrome Cursive, Chrome Remote Desktop, Chrome Web Store, Colab, Google Alerts, Google Arts and Culture, Google Books, Google Earth, Google Groups, Google Maps, Google My apps, Google News, Google Photos, Google Play, Google Search Console, Google Translate, Looker Studio, Managed Google Play, Material Gallery, NotebookLM, Programmable Search Engine, Scholar Profiles, Search and Assistant, Third-Party App Backups, YouTube

6. Disclaimer

The district does not have control of the information on the internet or incoming email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the SDO. While the district's intent is to make internet access available for educational goals and objectives, account holders will have the ability outside of our network to access other materials as well. The SDO expects students to follow the Student Technology Use Agreement when using the internet on and off the district's network. Students found in violation of the agreement will be disciplined. In addition, students take full responsibility for their access to the district's network resources and the internet. Specifically, the SDO makes no warranties with respect to school network and resources nor does it take responsibility for:

- The content of any Chromebook or information received by an account holder
- The costs, liability or damages incurred as a result of access to school network resources or the internet; any consequences of service interruptions

This handbook exists in concert with all other existing building and district rules, guidelines, and procedures. Specific items not covered here may be addressed by other building, district rules, guidelines or procedures at the discretion of administration or designees.